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7 MAR 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (29 February - 6 March 1984)

A. PROGRESS ON ACTION ITEMS

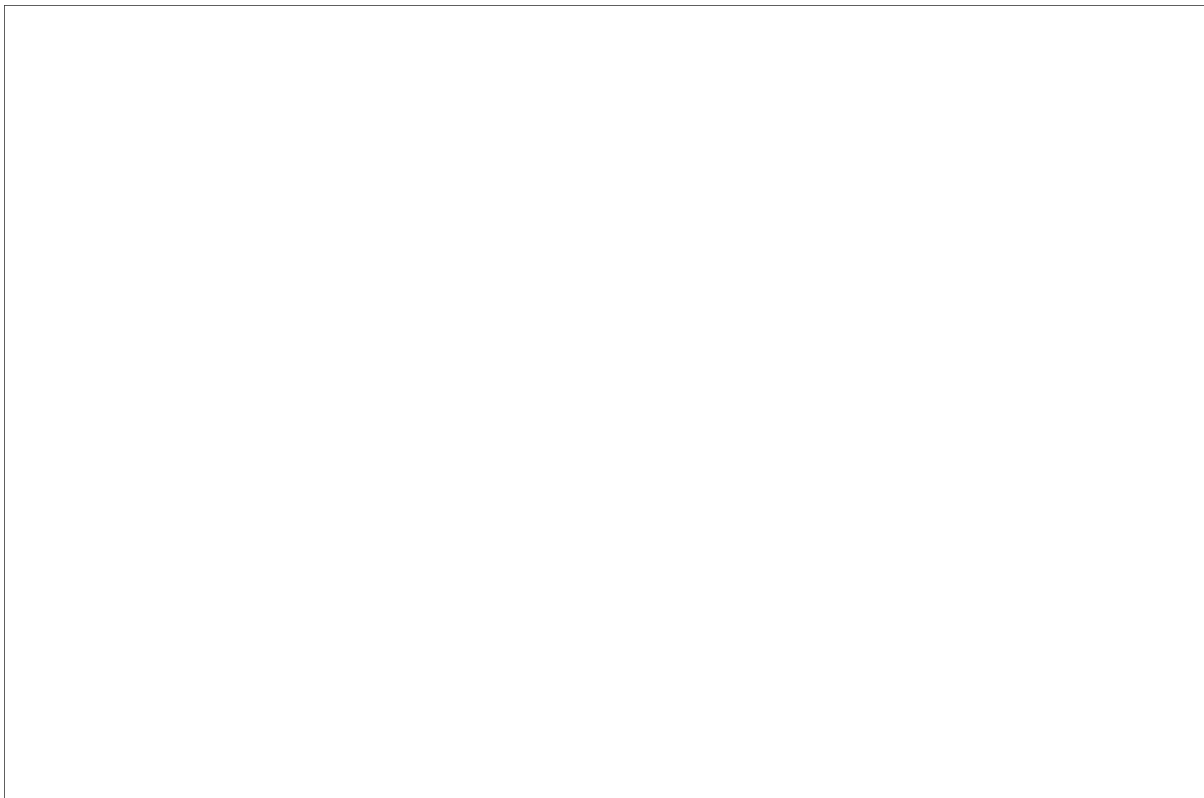
1. The Director of Information Services and his staff and the Chief, History Staff met with representatives of the National Archives and Records Service (NARS) to discuss the conditions and procedures that NARS will follow prior to making available to the public any OSS material accessioned by the Agency to NARS. Also present were representatives of the Directorate of Operations. The NARS delegation, in response to privacy concerns raised earlier by OIS, explained in detail how they planned to control access to the OSS records. Representatives of NARS agreed to contribute to a Memorandum of Understanding--to be signed by the DDA and the Archivist of the United States--detailing how the OSS material will be handled at NARS once it is transferred. Our concerns over privacy matters were satisfied by this meeting and Agency participants were pleased to learn of the stringent review procedures undertaken by NARS prior to any release to the public. Other topics, such as the scheduled transfer of the material and restraining comments on public announcements of the transfer, were also discussed. It appears that it may take several years to make the OSS records available to the public, given the review and processing steps still to be taken both by the Agency and NARS.

2. Our expressed concern about Top Secret collateral document responsibility is beginning to get some action. (Please refer to OIS Weekly dated 22 February, item B 2.)

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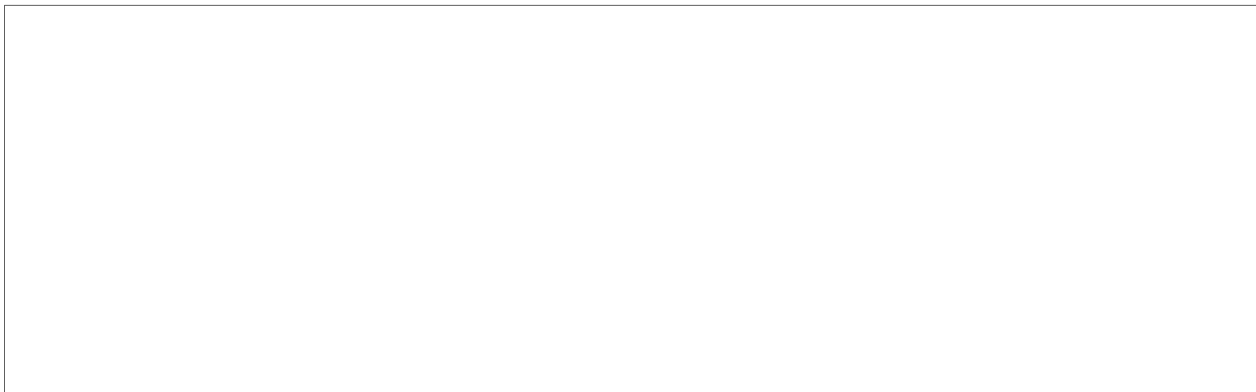
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3. The impasse regarding the issues involved [redacted] Comparative Evaluation Board and Panel Process, has been resolved. The Task Force charged with reviewing descriptors has agreed on the wording and number of categories and is circulating the final draft to their respective Directorates for formal approval. Upon receipt of the abovementioned formal approval, RCD will put the regulations in proper form for DDA review and approval. The initiative for this resolution came from RCD.

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5. NPIC representatives visited AARC to continue their review of the three-dimensional models stored there. They also discussed the possibility of storing additional models in AARC temporarily during NPIC's renovation.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST



3. Arrangements have been made by RMD to have ODP inform OIS of any future requests to automate a registry. This is to ensure that any future registry applications are approved by OIS/RMD. We have already been informed of a request by FBIS for an Interim CARS package, and we will be contacting FBIS on the matter.

4. RMD is studying the need for a method of gathering data concerning the frequency that jobs retired under specified records control schedule item numbers are recalled. The purpose of the statistics would be to determine if some types of temporary records are being held at the AARC longer than necessary. There is existing data in RAMS and ARCINS that could be used to produce the statistics, but an extensive programming effort would be required. This effort will be pursued on a time available basis.

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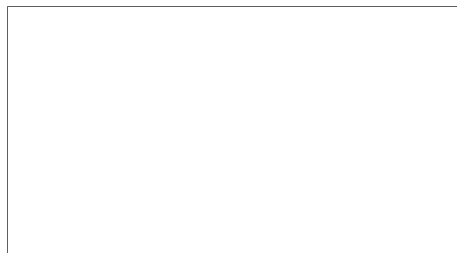
C. SCHEDULED EVENTS

1. Chief, RSB/RMD, will attend a seminar at NARS on 13 March 1984 concerning proposed Government Documentation Standards. These standards are intended to help ensure that agencies adequately document their significant activities. Our main interest is in seeing how they might affect Agency recordkeeping practices.

D. A Separate IPD report is attached.

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Attachment:
As stated



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